

Message Text

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ORIGIN A-01

INFO OCT-01 ARA-06 ISO-00 NSC-05 SS-15 CPR-01 OPR-02
SSO-00 SY-05 NSCE-00 PRS-01 USIA-06 DODE-00
USSS-00 OC-06 CCO-00 /049 R

DRAFTED BY A:JGILDEA:LM
APPROVED BY A:JMTHOMAS
ARA/EC:RGERSHENSON
WHITE HOUSE: JFENDERSON
S/S:LREDDY (SUBS)
NSC:RPASTOR (SUBS)
S/CPR:BWHITEHEAD
M:RMOOSE

-----261805Z 059269 /45

O 261719Z MAY 77
FM SECSTATE WASHDC
TO AMEMBASSY KINGSTON IMMEDIATE
AMEMBASSY SAN JOSE IMMEDIATE
AMEMBASSY LIMA IMMEDIATE
AMEMBASSY QUITO IMMEDIATE
AMEMBASSY BRASILIA IMMEDIATE
AMCONSUL RECIFE IMMEDIATE
AMEMBASSY BOGOTA IMMEDIATE
AMEMBASSY CARACAS IMMEDIATE

C O N F I D E N T I A L STATE 121799

E.O. 11652:GDS

TAGS: OVIP (CARTER, ROSALYNN)

SUBJECT: ADMINISTRATIVE SUPPORT ARRANGEMENTS FOR MRS.
CARTER'S VISIT

1. THE FOLLOWING GUIDELINES ARE PROVIDED TO FACILITATE

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ADMINISTRATIVE SUPPORT DURING MRS. CARTER'S VISIT:

1. FUNDING:

A. ALL U.S.G. PERSONNEL AND AVAILABLE RESOURCES ARE TO
BE USED IN SUPPORT OF THE VISIT.

B. EVERY EFFORT SHOULD BE MADE TO OBTAIN VEHICLES AND EQUIPMENT NEEDED TO ADEQUATELY SUPPORT VISIT FROM U.S.G. OR HOST GOVERNMENT SOURCES. RENTALS MUST BE KEPT TO AN ABSOLUTE MINIMUM. BUSES MAY BE USED TO MOVE SUPPORT PARTY TO AND FROM AIRPORT. OTHER THAN U.S.S.S. AND WHCA NO OTHER ASSIGNED VEHICLES WILL BE USED. GENERALLY A SIX CAR MOTOR POOL ARRANGEMENT WILL BE SUFFICIENT FOR THE ENTIRE PARTY BUT POST CAN MAKE THIS DETERMINATION. MOTOR POOL DESPATCHER MUST BE AVAILABLE

AT ACCOMMODATIONS HOUSING PARTY.

C. POST WILL PAY FOR BASIC HOTEL ROOM COSTS FOR MEMBERS OF OFFICIAL PARTY AND IMMEDIATE MEMBERS OF FIRST LADY'S STAFF. NAMES AND TRAVEL ORDER INFORMATION WILL BE PROVIDED. EACH MEMBER WILL BE RESPONSIBLE FOR ALL PERSONAL EXPENSES (FOOD, LAUNDRY, ETC.). TWO SEPARATE HOTEL ACCOUNTS SHOULD BE ESTABLISHED TO COVER THESE COSTS FOR OFFICIAL PARTY, SUPPORT STAFF, USSS AND WHCA.

D. HOTEL ACCOMMODATIONS FOR FIRST LADY'S PARTY (PARAGRAPH C) EMBASSY VISITORS CENTER AND OFFICES WILL BE CHARGED TO POST ALLOTMENT. ROOM SERVICE, REFRESHMENTS AND INCIDENTAL EXPENSES (WITH THE EXCEPTION OF THE FIRST LADY AND MRS. VANCE) ARE NOT TO BE CHARGED TO THESE ROOMS.

NO SUITES ARE NECESSARY OTHER THAN FOR MRS. CARTER AND MRS. VANCE. AMBASSADOR TODMAN IS AUTHORIZED A SUITE IF HE HAS ANY REPRESENTATIONAL REQUIREMENTS. CONFIDENTIAL

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E. SPECIAL PURPOSE ROOMS. CONFERENCE AREAS SHOULD BE CHARGED TO USER. THIS INCLUDES ANY PRESS FACILITIES ARRANGED BY USIS.

F. EXCEPT FOR THE SUITES, NO FLOWERS, BEVERAGES, ETC., ARE TO BE PROVIDED (INCLUDING COMPLIMENTARY) TO ANYONE TRAVELING IN PARTY. PLEASE KEEP ABSOLUTE MINIMUM ANYTHING PUT IN SUITES; ASSURE NO EXPENSIVE OR ELABORATE FLOWER OR FRUIT ARRANGEMENTS ARE PLACED IN SUITES.

G. THE DEPARTMENT WILL PAY HOTEL AND BAGGAGE GRATUITIES, PROVIDED ALL REQUIREMENTS ARE CLEARED IN ADVANCE WITH STATE ADMINISTRATIVE COORDINATOR ACCOMPANYING THE PARTY.

H. POST IS RESPONSIBLE FOR FUNDING ALL OVERTIME (AMERICAN AND LOCAL EMPLOYEES) PRINTING, SUPPLIES, ETC., INCIDENTAL TO VISIT.

I. REPRESENTATIONAL FUNCTIONS INCLUDING HOST GOVERNMENT OFFICIALS HOSTED BY FIRST LADY WILL BE PAID BY THE DEPARTMENT. PLEASE INFORM DEPARTMENT, A- GILDEA, OF ESTIMATED COSTS.

J. HOTEL ACCOMMODATIONS, RENTALS AND OTHER SERVICES FOR USSS AND WHCA ARE TO BE PAID BY POST AND CHARGED TO ALLOTMENT 2034. BILLS SHOULD BE FORWARDED

TO THE DEPARTMENT, OFFICE OF FINANCIAL SERVICES. ATTENTION: REVENUE AND RECEIPTS UNIT UNDER COVER FS-477.

K. ARRANGEMENTS FOR USG EMPLOYEES TDY'D TO POST DURING VISIT MUST HAVE THE APPROVAL OF REGIONAL BUREAU EXECUTIVE DIRECTORS AND COSTS WILL BE BORNE BY THE REQUESTING POST.
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L. THE FIRST LADY'S STAFF, WHCA, DOD OR USSS DO NOT HAVE AUTHORITY TO OBLIGATE STATE DEPARTMENT FUNDS WITHOUT PRIOR APPROVAL OF STATE ADMINISTRATIVE COORDINATOR ACCOMPANYING PARTY.

2. ACCOMMODATIONS:

A. PROVIDE ROOM ASSIGNMENTS AND EMBASSY VISITORS CENTER, S/S AND WHITE HOUSE OFFICE ASSIGNMENTS AS EARLY AS POSSIBLE IN ORDER TO FACILITATE PRE-MARKING OF LUGGAGE PRIOR TO ARRIVAL.

B. MEMBERS OF PARTY ARE TO BE PRE-REGISTERED AND KEYS PLACED IN DOORS.

C. BOTTLED WATER SHOULD BE PLACED IN ALL HOTEL ROOMS OF OFFICIAL PARTY AND SUPPORT STAFF.

3. OFFICE, SUPPLIES AND EQUIPMENT

A. WHITE HOUSE AND NSC OFFICE - TWO OR THREE WORKING TABLES (DEPENDING UPON SPACE), TWO TYPEWRITERS AND STANDS, BEST AVAILABLE COPYING MACHINE, OFFICE SUPPLIES. THIS OFFICE SHOULD BE CONTIGUOUS TO STATE S/S SO SAME MSG COVERAGE CAN BE USED.

B. STATE S/S - TWO WORKING TABLES OR DESKS, TWO TYPEWRITERS AND STANDS, BEST AVAILABLE COPYING MACHINE, OFFICE SUPPLIES. OFFICE WILL REQUIRE TWENTY-FOUR HOUR MSG COVERAGE.

C. EMBASSY VISITOR/INFORMATION CENTER TO PROVIDE
CURRENCY EXCHANGE, SALE OF SUNDRIES, WRAPPING
FACILITIES, POSTAL SERVICES, CONVERTER PLUGS,
TRANSFORMERS, INSECT SPRAY, OXYGEN WHERE NECESSARY
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AND GENERAL INFORMATION. MOTOR POOL MAY BE OPERATED
FROM THIS ROOM IF NOT OTHERWISE ARRANGED. EMBASSY
CENTER MUST BE MANNED ON TWENTY-FOUR BASIS. CENTER
SHOULD BE SEPARATE FROM ANY FACILITIES PROVIDED FOR
ACCOMPANYING PRESS.

D. WHITE HOUSE PRESS ADVANCE HAS REQUESTED AN OFFICE
FOR MARY HOYT.

E. AMERICAN SECRETARY/STENOS. STATE S/S WILL REQUIRE
A SECRETARY ON A TWENTY-FOUR HOUR BASIS. WHITE HOUSE-
NSC WILL REQUIRE A SECRETARY IN OFFICE DURING DAY AND
EVENING BUT JUST A STANDBY SECRETARY AT NIGHT. POSTS
SHOULD HAVE ADDITIONAL STANDBY SECRETARY FOR POSSIBLE
USE IN OFFICES AND CONTROL ROOM.

4. BAGGAGE AND LOGISTICS:

A. PLEASE PROVIDE ONE STATIONWAGON REQUIRED FOR
TRANSPORTING LUGGAGE OF FIRST LADY. HER LUGGAGE WILL BE
ESCORTED BY USSS AND OFF-LOADED FRONT RAMP OF AIRCRAFT.
WHETHER THIS STATIONWAGON GOES IN MOTORCADE TO BE
DETERMINED BY USSS ADVANCE AND EMBASSY.

B. ONE VAN UNDER MSG SURVEILLANCE FOR TRANSPORT OF
CLASSIFIED MATERIALS. S/S CONTROL OFFICER TO ASSIST.

C. ONE TWO-AND-ONE-HALF TON TRUCK WITH HANG UP
FACILITIES FOR REMAINDER OF LUGGAGE WITH EMBASSY
AMERICAN OR LOCAL EMPLOYEE ESCORT.

5. PASSPORT FORMALITIES

A. WE APPRECIATE YOUR PROMPT RESPONSE TO OUR QUESTIONS
ON PASSPORT CONTROL. PASSPORT INFORMATION WILL BE
PROVIDED IN ADVANCE AND JEAN GILDEA WILL HAVE ALL
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THE PASSPORTS IN HER POSSESSION ON ARRIVAL AND

DEPARTURE EACH STOP.

6. GIFTS AND THANK YOU LETTERS

A. THE FIRST LADY PREFERS TO KEEP EXCHANGE OF GIFTS TO ABSOLUTE MINIMUM. ANY QUESTIONS ON GIFTS DURING VISIT SHOULD BE DIRECTED TO MRS. EDITH DOBELLE OR MRS. MADELINE MAC BEAN.

B. FOR SECURITY REASONS GIFTS, FLOWERS, ETC., SHOULD NOT BE ACCEPTED BY HOTEL PERSONNEL, EMBASSY VISITOR/

INFORMATION CENTER, SUITE OR EMBASSY RESIDENCE. AN AREA FOR THIS FUNCTION SHOULD BE COORDINATED AND ARRANGED BETWEEN EMBASSY AND USSS ADVANCE.

C. REQUEST EMBOFF PREPARE BRIEF DRAFT THANK YOU LETTERS TO SENIOR HOST GOVERNMENT OFFICIALS AND ANY PRIVATE INDIVIDUALS WHO HAVE PROVIDED SIGNIFICANT ASSISTANCE, HOSPITALITY, ETC., IN CONNECTION WITH VISIT. DRAFT LETTERS SHOULD BE GIVEN TO MRS. MADELINE MAC BEAN UPON ARRIVAL.

D. ADMIN COUNSELOR REQUESTED TO COORDINATE AND PREPARE LIST OF MISSION REQUIREMENTS FOR A LIMITED NUMBER OF MOMENTOS TO BE DISTRIBUTED AFTER DEPARTURE. USSS AND WHCA CONTACTS OR HOST GOVERNMENT COUNTERPARTS SHOULD NOT BE INCLUDED IN EMBASSY LIST.

7. OFFICIAL FIRST LADY PHOTOGRAPHER

BILL FITZPATRICK WILL ACCOMPANY FIRST LADY. ARRANGEMENTS SHOULD BE MADE TO ACCREDIT AND PROVIDE FIRST LADY'S PHOTOGRAPHER ACCESS TO ALL FUNCTIONS AND EVENTS. VANCE

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Message Attributes

Automatic Decaptioning: X
Capture Date: 01-Jan-1994 12:00:00 am
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Sent Date: 26-May-1977 12:00:00 am
Decaption Date: 01-Jan-1960 12:00:00 am
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 22 May 2009
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
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Drafter: JGILDEA:LM
Enclosure: n/a
Executive Order: GS
Errors: N/A
Expiration:
Film Number: D770188-0871
Format: TEL
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1977/newtext/t19770513/aaaaaler.tel
Line Count: 265
Litigation Code IDs:
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Litigation History:
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Office: ORIGIN A
Original Classification: CONFIDENTIAL
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 5
Previous Channel Indicators: n/a
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: n/a
Reference: n/a
Retention: 0
Review Action: RELEASED, APPROVED
Review Content Flags:
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Review Event:
Review Exemptions: n/a
Review Media Identifier:
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
SAS ID: 2352741
Secure: OPEN
Status: NATIVE
Subject: ADMINISTRATIVE SUPPORT ARRANGEMENTS FOR MRS. CARTER'S VISIT
TAGS: OVIP, (CARTER, ROSALYNN)
To: KINGSTON SAN JOSE MULTIPLE
Type: TE
vdkgvwkey: odb://SAS/SAS.dbo.SAS_Docs/bd5b3289-c288-dd11-92da-001cc4696bcc
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